Proposal Outline for NSLS Workshop

Fill out as much as possible before contacting User Administration. This form will be used to decide approval for the workshop and if approved, for planning.

Name of Workshop: _____

Workshop Description: _____

_____

_____

_____

_____

Attach tentative agenda if possible. Check here ☐ if attached.

Intended Audience: _____

Dates: _____ Location: _____

Organizer(s) and contact information:

_____

_____

Number of attendees expected: _____ Number of speakers: _____

Hands-on work: ☐yes ☐no Lecture: ☐yes ☐no

Access to Experimental floor: ☐yes ☐no

Buildings/Rooms/Areas Needed: _____

_____

Special seating arrangements: _____

Registration: ☐yes ☐no If yes: registration deadline(s):

    US Citizens (must be at least 2 weeks prior): _____
    Foreign Nationals (must be 7 weeks prior): _____

Registration Amount: _____ Items included in registration fee: _____

_____

Speaker names, email and phone numbers; use separate page if necessary. (If not known at this time, must be provided at least 2 months prior.)

_____

_____

_____

If applicable:
Account # _____   Budget - Allowable: _____
                                                          - Unallowable:_____

A/V supplies: _____
                    Describe: laser pointers, projectors, markers, wireless connection, etc.

Food: _____
                    Describe: coffee breaks, breakfasts, lunches, dinner (attach lists if necessary)

On-site housing required?   ☐speakers   ☐attendees   ☐both
                                                Estimate # of rooms: _____

Off-site lodging required?   ☐speakers   ☐attendees   ☐both
                                                Estimate # of rooms: _____

Hand-outs: _____
                    Describe: folders with agenda, maps, participant list, etc.

Nametags: ☐yes   ☐no

Giveaways _____
                    Describe: pads, pens, gifts, etc.

Signs/Posters: ☐yes   ☐no

Photograph by BNL photographer: ☐yes   ☐no
          Date/Time preferred (allow 15 minutes in agenda):_____

Reimbursements/Grants/Honorariums: ☐yes   ☐no

          Speakers: ☐yes   ☐no   Type:_____

          Attendees: ☐yes   ☐no   Type:_____

          Students: ☐yes   ☐no   Type:_____

Sponsors: ☐yes   ☐no   Logos available: ☐yes   ☐no